

# **OERI Publications Guide**

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## Acknowledgments

This guide has been revised to reflect the accumulated experience of the Media and Information Services writer/editors, past and present. They seek the better phrase, pursue usage questions, and recognize that English is flexible. In shaping this guide, they left little unchallenged. The contributors were: Cynthia Dorfman, Gerry Devlin, Robert LeGrand, Diane Magarity, Linda Darby, Christopher Sheedy, Simone Miranda, Kathy Perkinson, Lance Ferderer, and Audrey Warcola.

We owe a particular debt to authors and others who have reviewed this revised guide.



# Introduction

This booklet is a guide for Office of Educational Research and Improvement (OERI) statisticians, researchers, project officers, writers, editors, contractors, and others who prepare manuscripts for the public. It sets basic style standards for OERI writing. It also offers the rudimentary procedures for putting a manuscript together and submitting it to Media and Information Services (MIS).

## Sources of Standards

This guide is not an attempt to replace any other style manual or to answer every question. Instead, it addresses the common style problems OERI authors face in their writing. Many of these problems are unique to OERI. The MIS editorial staff, based in the Publications Division, compiled this booklet from the following sources:

- *Government Printing Office Style Manual*
- *The Chicago Manual of Style*
- *NCES Guidelines for Tabular Presentation* (a distillation of the Government Printing Office (GPO) and Bureau of the Census standards)
- Office of Public Affairs, U.S. Department of Education
- Office of Management and Budget (OMB) circulars
- Written directives, most from the National Center for Education Statistics (NCES)

To a lesser extent, we also consulted the American Psychological Association manual, material on statistical presentation, and several usage guides. The staff's aim is to help authors produce lucid, consistent, accurate reports. In this effort, we attempt to respect individual style.

NOTE: The style standards presented here do not apply to OERI correspondence. The Office of the Assistant Secretary can supply you with correspondence standards.



# How To Use This Guide

The OERI Publications Guide is divided into four sections.

The first section, *Publication Process*, discusses what MIS does, outlines the roles of author and editor, and describes the publishing steps a manuscript goes through.

The second section, *Preparing the Publication*, contains a checklist for submitting a manuscript; instructions for preparing a computer disk for typesetting and desktop publishing; a description of the basic parts of a book; writing tips covering select problems areas; and how your publication may be disseminated.

The third section, *The Guide*, presents the rules and guidelines for putting together a publication. This section tells you how to achieve a consistent presentation in both language and format. It also contains elements required by law, by the Department or other agencies, or by specific program offices within OERI. Topics in this section are arranged alphabetically.

The fourth section, *Where To Find Us*, gives the room and telephone numbers for MIS staff.





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